

## **Agenda**

### **UBCC EDUCATION ADVISORY COMMITTEE**

**May 20, 2014 1:30 p.m.**

**Room 402 – Fourth Floor**

Heber M. Wells Building  
160 East 300 South, Salt Lake City, Utah

*This agenda is subject to change up to 24 hours prior to the meeting*

#### **ADMINISTRATIVE BUSINESS:**

Sign attendance sheet  
Approve minutes from April 29, 2014  
Budget Reports for FY 2013-2014

#### **NEW BUSINESS:**

1. Committee Vacancies
2. Applications for FY 2014-2015 (July 1<sup>st</sup>, 2014 - June 30<sup>th</sup>, 2015) Funding Grants-Budget Reviews or Revisions and Approval Requests:
  - a. Uintah Basin Applied Technology College - \$4,800. TBA November 2014; 2014 NEC Update (Lezlee Whiting)
3. Course Approval Amounts
4. 2:00 p.m. Ad Hoc Meeting -- UBCC Education Funds

#### **NEXT SCHEDULED MEETING:**

June 17, 2014; 1:00 p.m.; Room 402 (Fourth Floor)

**Note:** In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify, Dave Taylor, ADA Coordinator, at least three working days prior to the meeting. Division of Occupational & Professional Licensing, 160 East 300 South, Salt Lake City, Utah 84115, 801-530-6628 or toll-free in Utah only 866-275-3675

**MINUTES**

**UTAH  
UBCC EDUCATION ADVISORY COMMITTEE  
MEETING  
April 29, 2014**

**Room 402 Fourth Floor – 1:00 p.m.  
Heber M. Wells Building  
Salt Lake City, UT 84111**

**CONVENED:** 1:04 p.m.

**ADJOURNED:** 2:40 p.m.

**Construction CE Manager:**

Robyn Barkdull

**Board Secretary:**

Grant Allen

**Division Director:**

Mark Steinagel

**Committee Members Present:**

Rob Allen  
Kelly Bowthorpe  
Craig Browne (Chair)  
Kathy LeMay  
Kevin Phillips  
Shane Honey

**Committee Members Absent:**

John Chase  
Jim Thomas

**Guests:**

Karen Richards, UAPMO  
Carey Maedgen, Utah Chapter ICC  
Michael Bosch, Bonneville Chapter ICC  
Wendy Wallace, UPHCA & UCSA,  
Doug Fallon, Beehive Chapter ICC  
Brad Carlile, Beehive Chapter ICC  
John Hill, RMGA

**TOPICS FOR DISCUSSION**

**DECISIONS AND RECOMMENDATIONS**

**MINUTES:**

Kelly Bowthorpe made a motion to approve the minutes from the March 25, 2014 meeting. Kathy LeMay seconded the motion. The motion passed unanimously.

**BUDGET REPORT FOR 2013-2014**

The budget reports were presented and reviewed by the Committee. Questions were asked and answered.

## **PARKING REIMBURSEMENT DECISION**

Robyn Barkdull informed the committee of the approval for parking reimbursements during the meetings.

## **TIMEFRAME FOR REIMBURSEMENT REQUESTS**

The committee considered the topic that was brought up in the previous meeting about limiting the timeframe for reimbursement requests to be submitted for approval. Robyn Barkdull presented an example wording that will be added to the Rule. Ray Walker discussed various elements of consideration for the wording of the rule. The committee discussed the timeframe of 60 and 90 days. Questions were asked and answered about the standards and expectations the committee would like to set for the timing of reimbursement request. Shane Honey made a motion to submit the change to the rule that reimbursements shall be submitted within 60 days of the training, with an exception for extenuating circumstances. Rob Allen seconded the motion. Motion passed unanimously

## **REIMBURSEMENT REVIEW – UAPMO**

The committee discussed the reimbursement from the Utah Association of Plumbing and Mechanical Officials. As submitted, an instructor who taught part of the training also signed the approval for the request last year. Kelly Bowthorpe made a motion to approve the reimbursement as submitted. Shane Honey seconded the motion. The motion passed unanimously.

## **REIMBURSEMENT REVIEW – UTAH CHAPTER ICC**

The committee discussed the reimbursement from the Utah Chapter ICC. As submitted, the instructor's fees were over the original approval amount. Rob Allen made a motion to approve the reimbursement as submitted. Kathy LeMay seconded the motion. The motion passed unanimously.

## **UBCC APPLICATION FOR FUNDING GRANT REVIEW FY 2014-2015:**

Carey Maedgen, on behalf of the Utah Chapter ICC presented 11 applications for a total of \$72,000. Questions about the applications were asked and answered. Kevin Philips made a motion to approve the applications. Rob Allen seconded the motion. The motion passed unanimously.

The committee considered six applications from the Iron County Home Builders Association for a total of \$8,300. Rob Allen made a motion to approve the application. Shane Honey seconded the motion. The motion passed unanimously.

John Hill, on behalf of the Rocky Mountain Gas Association, presented four applications for a total of \$20,550. Kathy LeMay made a motion to approve the applications. Kevin Phillips seconded the motion. The motion passed unanimously.

Kelly Bowthorpe, on behalf of the Utah Chapter IAEL presented nine applications for a total of \$25,800. Rob Allen made a motion to approve the applications. Shane Honey seconded the motion. The motion passed unanimously. Kelly Bowthorpe abstained from voting.

The committee considered four applications from the Southern Utah Home Builders Association for a total of \$24,000. Kevin Phillips made a motion to approve the application. Kelly Bowthorpe seconded the motion. The motion passed unanimously.

Wendy Wallace, on behalf of the Utah Plumbing Heating Contractors Association, presented six applications for a total of \$10,500. Rob Allen made a motion to approve the applications. Kathy LeMay seconded the motion. The motion passed unanimously.

Wendy Wallace, on behalf of the Utah Construction Suppliers Association, presented six applications for a total of \$7,500. Kelly Bowthorpe made a motion to approve the applications. Shane Honey seconded the motion. The motion passed unanimously.

Michael Bosch, on behalf of the Bonneville Chapter of ICC, presented two applications for a total of \$32,000. Kathy LeMay made a motion to approve the applications. Kevin Phillips seconded the motion. The motion passed unanimously.

Brad Carlile and Doug Fallon, on behalf of the Beehive Chapter ICC, presented two applications for a total of \$23,500. Kathy LeMay made a motion to approve the amended applications. Rob Allen seconded the motion. The motion passed unanimously.

**NEXT MEETING:** The next committee meeting has been scheduled for Tuesday, May 20, 2014 1:00 p.m. in Room 402 (Fourth Floor) of the Heber M. Wells Building, Salt Lake City, Utah.

**ADJOURN:** Adjourned at 2:40 p.m. (no motion required)

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

Date Approved Craig Browne  
Chairperson, UBCC Education Advisory Committee

Date Approved Robyn Barkdull  
Construction CE Manager, Division of Occupational and  
Professional Licensing

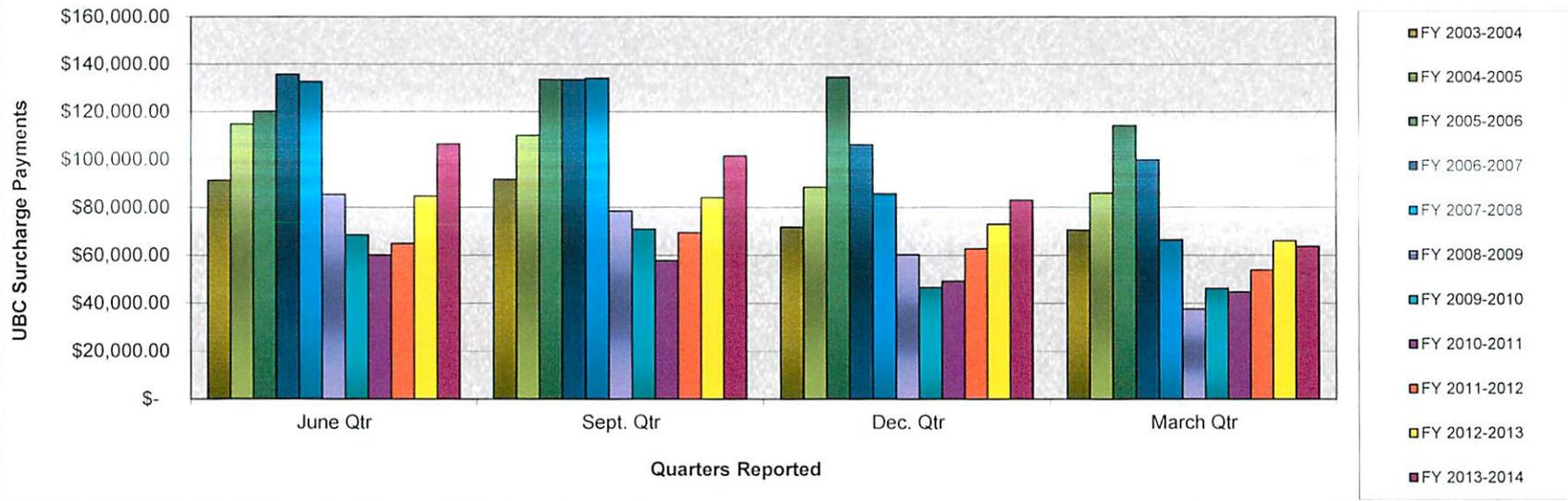
**FY July 1, 2013 - June 30, 2014 UBC  
COMBINED BALANCE SHEET & INCOME STATEMENT  
For April 1-30, 2014**

REVENUE	BUDGET	RECEIVED	ACTUAL YTD	
Surcharge Fees Projected (estimated only)	\$ 307,720.86	\$ 63,801.29	\$ 354,955.07	
Carryover Credit from Previous Years (after all payments)	\$ 863,003.75			
Total	\$ 1,170,724.61		\$ 354,955.07	
ADMINISTRATIVE ENCUMBRANCES	BUDGET	PAID	ACTUAL YTD	BALANCE
Salary and Benefits	\$ 43,188.58	\$ 4,887.84	\$ 49,760.82	\$ (6,572.24)
Communication Services	\$ 500.00	\$ 39.41	\$ 380.84	\$ 119.16
Miscellaneous/Office Supplies & Printing/Library	\$ 50.00	\$ -	\$ 13.68	\$ 43.16
Total	\$ 43,738.58	\$ 4,927.25	\$ 50,155.34	\$ (6,409.92)
EDUCATIONAL GRANTS TO SCHOOLS		PAID	ACTUAL YTD	BALANCE
Bridgerland Applied Tech College	\$ 23,900.00	\$ -	\$ -	\$ -
Davis Applied Tech College	\$ -	\$ -	\$ -	\$ -
Dixie State University (Dixie Applied Tech College)	\$ -	\$ -	\$ -	\$ -
Salt Lake Community College	\$ -	\$ -	\$ -	\$ -
Southwest Applied Technology College	\$ -	\$ -	\$ -	\$ -
Uintah Basin ATC	\$ -	\$ -	\$ -	\$ -
Utah Electrical JATC/IBEW	\$ -	\$ -	\$ -	\$ -
Utah Valley University	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 23,900.00	\$ -	\$ -	\$ -
ASSOCIATION FUNDING GRANTS		PAID	ACTUAL YTD	
AIA Utah Chapter	\$ -	\$ -	\$ -	
Associated General Contractors - Utah / AGC-Utah	\$ -	\$ -	\$ -	
Associated Builders & Contractors of Utah	\$ -	\$ -	\$ -	
Beehive Chapter ICC	\$ 21,000.00	\$ -	\$ -	
Bonneville Chapter ICC	\$ 31,800.00	\$ -	\$ 23,815.44	\$ 7,984.56
Construction Specifications Institute Inc / CSI	\$ -	\$ -	\$ -	
Fire Marshal's Association of Utah	\$ 14,400.00	\$ -	\$ -	
IEC of Utah (Independent Electrical Contractors)	\$ 17,500.00	\$ 3,940.00	\$ 3,940.00	
Iron County Home Builders Association	\$ 8,300.00	\$ -	\$ 1,600.00	\$ 6,700.00
Northern Utah Building Inspectors	\$ -	\$ -	\$ -	
Park City Area Home Builders Association/PCAHBA	\$ -	\$ -	\$ -	
Rocky Mountain Gas Association	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
Salt Lake Home Builders Association / SLHBA	\$ -	\$ -	\$ -	
SEAU (Structural Engineers Association)	\$ 23,700.00	\$ -	\$ -	
Southern Utah Home Builders Association / SUHBA	\$ 43,400.00	\$ 1,800.00	\$ 1,800.00	\$ 41,600.00
Southern Utah Division IAEI	\$ 4,400.00	\$ -	\$ 1,833.00	\$ 2,567.00
UAPMO	\$ 13,800.00	\$ -	\$ -	\$ -
Utah Chapter IAEI	\$ 10,550.00	\$ -	\$ 2,254.50	\$ 8,295.50
Utah Chapter ICC	\$ 72,000.00	\$ -	\$ 10,565.28	\$ 61,434.72
Utah Construction Suppliers Association	\$ 27,000.00	\$ 513.28	\$ 513.28	\$ 26,486.72
Utah Plumbing & Heating Contractors Association	\$ 43,000.00	\$ -	\$ -	\$ -
Utah Homebuilders Association	\$ -	\$ -	\$ -	\$ -
Utah Division of Occupational and Professional Licensing	\$ -	\$ -	\$ -	\$ -
Utah Valley Homebuilders Association	\$ -	\$ -	\$ -	\$ -
*FY 2013 TRAININGS PAID THIS YEAR	\$ -	\$ -	\$ 12,756.83	
	\$ 334,850.00	\$ 6,253.28	\$ 59,078.33	
<b>TOTAL ENCUMBRANCES</b>	<b>\$ 402,488.58</b>	<b>\$ 11,180.53</b>	<b>\$ 109,233.67</b>	
REVENUES (LESS ACTUAL EXPENDITURES)		PAID	ACTUAL YTD	
Total Revenue (Surcharges plus carryovers)			\$ 1,217,958.82	
Less Actual Expenditures			\$ 109,233.67	
SUBTOTAL (ACTUAL)			\$ 1,108,725.15	
Less Approved Unpaid Encumbrances			\$ 293,254.91	
<b>TOTAL RESERVES</b>			<b>\$ 815,470.24</b>	

**COMPARISON OF  
1% UBC SURCHARGE COLLECTIONS  
FY 2004-2014**

Actual Totals @ Apr 30, 2014

Fiscal Year	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-2013	2013-2014
June Qtr	\$ 91,295.33	\$ 114,825.49	\$ 120,249.07	\$ 135,710.61	\$ 132,637.33	\$ 85,378.72	\$ 68,570.26	\$ 60,238.80	\$ 64,988.48	\$84,695.49	\$106,553.67
Sept. Qtr	\$ 91,623.10	\$ 110,045.61	\$ 133,560.26	\$ 133,527.80	\$ 134,091.44	\$ 78,464.64	\$ 70,983.02	\$ 57,735.96	\$ 69,482.84	\$84,004.48	\$101,514.19
Dec. Qtr	\$ 71,787.00	\$ 88,467.33	\$ 134,536.79	\$ 106,137.29	\$ 85,720.69	\$ 60,315.33	\$ 46,730.96	\$ 49,352.78	\$ 62,816.00	\$72,946.39	\$83,085.92
March Qtr	\$ 70,570.74	\$ 86,086.16	\$ 114,195.23	\$ 99,860.01	\$ 66,497.04	\$ 37,660.88	\$ 46,339.44	\$ 44,810.88	\$ 53,879.52	\$66,074.50	\$63,801.29
<b>TOTAL</b>	<b>\$ 325,276.17</b>	<b>\$ 399,424.59</b>	<b>\$ 502,541.35</b>	<b>\$ 475,235.71</b>	<b>\$ 418,946.50</b>	<b>\$ 261,819.57</b>	<b>\$ 232,623.68</b>	<b>\$ 212,138.42</b>	<b>\$ 251,166.84</b>	<b>\$307,720.86</b>	<b>\$354,955.07</b>



expenditures which have been executed in good faith with the intent to ensure the best reasonable value.

(d) A Request for Reimbursement of an approved funding grant shall be submitted to the Division within 60 days following the approved event, class, or seminar unless an extenuating circumstance occurs. Written notice must be given to the Division of such an extenuating circumstance. Failure to submit a Request for Reimbursement within 60 days shall result in non-payment of approved funds, unless an extenuating circumstance has been reviewed and accepted by the Division.

(4) The Committee shall consider the following in determining whether to recommend approval of a proposed funding request to the Division:

(a) the fund balance available and whether the proposed request meets the overall training objectives of the fund, including but not limited to:

(i) the need for training on the subject matter;

(ii) the need for training in the geographical area where the training is offered; and

(iii) the need for training on new codes being considered for adoption;

(b) the prior record of the program sponsor in providing codes training including:

(i) whether the subject matter taught was appropriate;

(ii) whether the instructor was appropriately qualified and prepared; and

(iii) whether the program sponsor followed appropriate and adequate procedures and requirements in providing the training and submitting requests for funding;

(c) costs of the facility including:

(i) the location of a facility or venue, or the type of event, seminar or class;

(ii) the suitability of said facility or venue with regard to the anticipated attendance at or in connection with additional non-funded portions of an event or conference;

(iii) the duration of the proposed educational event, seminar, or class; and

(iv) whether the proposed cost of the facility is reasonable compared to the cost of alternative available facilities;

(d) the estimated cost for instructor fees including:

(i) the experience or expertise of the instructor in the proposed training area;

(ii) the quality of training based upon events, seminars or classes that have been previously taught by the instructor;

(iii) the drawing power of the instructor, meaning the ability to increase the attendance at the proposed educational event, seminar or class;

(iv) travel expenses; and

(v) whether the proposed cost for the instructor or instructors is reasonable compared to the costs of similar educational events, seminars, or classes;

(e) the estimated cost of advertising materials, brochures, registration and agenda materials, including:

DEPARTMENT OF COMMERCE  
 Division of Occupational and Professional Licensing  
 160 East 300 South, Main Lobby  
 P.O. Box 146741  
 Salt Lake City, UT 84114-6741  
 (801) 530-6078



## APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

*(Submit prior to training program)*

Request Date: 4-28-2014

New Request: \$ 4,800.00  
 Additional Funding Request: \$ \_\_\_\_\_

Total Grant Amount Requested: \$ 4,800.00  
 Total Instructors Fees (estimated): \$ 2,400.00  
 Instructor Fees: \$ 1200/day  
 Instructor Expenses (travel/meals): \$ 527.00

We understand and acknowledge that even if this application is approved the maximum amount that will be reimbursed will be the lowest of items 1-4 below. If appropriate, may be reduced under items 5 and 6:

1. If the event is not held \$0.00 cost is reimbursable
2. \$10.00 per student hour of actual instruction. (# students actually attending x # hours course duration x \$10.00)
3. The actual reimbursable costs supported by paid invoices not to exceed # 4 or
4. The amount of grant as requested above (although additional costs may be paid if the cost results from excess attendance over anticipated).
5. Funding grants will be reimbursed only for expenditures which have been negotiated in good faith to ensure the best reasonable value.
6. Any instructor fees in excess of \$150.00 per hour will be subject to further review and approval by the Committee, the Division and the Department. (This is a maximum amount established for review purposes only and is not intended to be used as a guaranteed amount. Good faith negotiations are required as in item 5 above.)

Requesting Organization: Uintah Basin Applied Tech College Federal I.D. #: [REDACTED]

Street Address: 450 North 2000 West

City: Vernal State: UT Zip: 84078

Contact Person: Lezlee Whiting Email Address: Lezlee@ubatc.edu

Phone: (435)823-7109 Fax: (435)725-7199

Event Title: 2014 NEC Update

Date(s) of Training: November TBA 2014 Location(s): UBATC Vernal campus

Training Objectives: Focused on all 8 chpts of NEC; rules discussed in content & combination with theory so students gain thorough understanding of intent behind the rules.

Projected Number of Students: 30 Projected Number of Hours of Instruction: 16

Lezlee Whiting  
 Name of Authorized Representative (Print)

UBATC Custom Fit / Economic Development  
 Title

Lezlee Whiting  
 Signature of Authorized Representative

4.28.2014  
 Date of Signature

### EDUCATION COMMITTEE ACTION

Advisory Committee Recommendation:  Favorable  Unfavorable

Date: \_\_\_/\_\_\_/\_\_\_ Amount Recommended: \$ \_\_\_\_\_

Reason: \_\_\_\_\_

### DEPARTMENT OF COMMERCE ACTION

Not Approved  Approved Amount: \$ \_\_\_\_\_  
 Bureau Manager: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 Division Director: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 Department Director: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

[REDACTED]